

Adjustment Report

Use this form if you need to make adjustments or corrections to employees' wages previously reported on an Unemployment Tax and Wage Form UC-018.

**IT IS VERY IMPORTANT THAT YOU PROVIDE AN EXPLANATION OF THE CHANGE OR
CORRECTION ON THE REVERSE (BLANK) SIDE OF THIS FORM.
YOUR ADJUSTMENT REPORT
WILL BE REJECTED WITHOUT THIS INFORMATION.**

If you have questions about completing this form, adjusting or correcting wage reports, please contact the UI Tax Section at:

Arizona Department of Economic Security
Unemployment Tax - 911B
P.O. Box 6028
Phoenix, AZ 85005-6028

Phone - (602) 248-9354

FAX - (602) 650-1451

Unemployment Tax, 911B

P.O. Box 6028 Phoenix, AZ 85005-6028

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ADJUSTMENT REPORT

☐ Film both sides

ACCOUNT NO.

CALENDAR QUARTER ENDING

(Adjustment will be rejected unless explanation is completed on reverse.)

EMPLOYER'S NAME

ADDRESS (No., Street, Suite No., City, State, ZIP)

CORRECTION TO REPORT OF WAGES PAID EACH INDIVIDUAL EMPLOYEE							FOR AGENCY USE ONLY			
Employee's Soc. Account No.	Employee's Name		Amount of Wages Reported		Correct Amount of Wages		KEY		KEY	
							Net Increase		Net Decrease	
0 0 0 0 0 0 0 0 0	Last	First Initial	Dollars	Cents	Dollars	Cents	Dollars	Cents	Dollars	Cents
CORRECTION TO COMPUTATION OF TAXABLE WAGES AND AMOUNTS DUE:		TOTALS								
	As Reported	As Corrected	Net Increase		Net Decrease		SIGNATURE			
Total Wages	\$	\$	\$		\$		TITLE			
Excess Wages	\$	\$	\$		\$					
Taxable Wages	\$	\$	\$		\$		PHONE NO.		DATE	
UI TAX							DO NOT WRITE BELOW THIS LINE			
Adjustment at rate in effect for quarter indicated above _____%			\$		\$					
UI INTEREST										
Add 1% for each month from delinquent date			\$							
JOB TRAINING TAX							PREPARED BY			
Adjustment at 0.10% of Taxable Wages			\$		\$					
NET ADJUSTMENT			\$							
Underpayment			\$				VERIFIED BY		DATE	
NET ADJUSTMENT										
Overpayment					\$					